

Constitution for College of Veterinary Medicine Class of 2025

Article I – Name:

The name of this organization shall be The College of Veterinary Medicine Class of 2025, and shall hereafter be referred to as, “The College of Veterinary Medicine Class of 2025.”

Article II – Purpose:

Section One: The purpose of "The College of Veterinary Medicine Class of 2025" shall be to govern the Iowa State University College of Veterinary Medicine Class of 2025. Our goals include, but are not limited to, functioning as a liaison between the Iowa State University College of Veterinary Medicine administration and “The College of Veterinary Medicine Class of 2025,” facilitation of social activities among members, academic support in the form of organizing review sessions and moving exams, funding and planning of “The College of Veterinary Medicine Class of 2025” graduation banquet, and lastly, a class gift to the Iowa State University College of Veterinary Medicine.

Section Two: The College of Veterinary Medicine Class of 2025 abides by and supports established Iowa State University policies, State and Federal Laws as well as the Iowa State College of Veterinary Medicine Honor Code.

Article III – Statement of Compliance:

Section One: “The College of Veterinary Medicine Class of 2025” abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Section Two: “The College of Veterinary Medicine Class of 2025” agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

Article IV – Non-Discrimination Statement:

Our organization, as part of Iowa State University, does not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

Article V – Membership:

Section One: MEMBERSHIP

Membership shall be open to all registered students at the Iowa State University College of Veterinary Medicine within the Class of 2025 for “The College of Veterinary Medicine Class of 2025.”

Section Two: GOOD STANDING

For a member to be in good standing with the College of Veterinary Medicine Class of 2025, they must achieve the following criteria:

1. Pay \$30.00 dues by the deadline set through the organization board, for each of the four years that dues are to be collected.
 - a. If payment of dues cannot be met within the designated time for financial reasons, written or electronic communication with either the Treasurer or President must occur. An explanation of the inability to pay dues must be provided. After providing adequate explanation, as decided by the President and Treasurer, accommodations will be made with the person in order to allow them to maintain good standing with the organization, whilst also contributing positively to the organization.
 - b. Dues submitted past the deadline, and without prior approval from the President or Treasurer, will have an associated \$5.00 late fee for each week the dues are late. Should a late fee accrue, payment will not exceed \$50.00.
 - c. If a total value of \$120.00 in dues, or the total of the four years of dues combined, excluding late fees, is not met by December of 2024, the offender will be charged the remaining fee, as well as any ticket price, as part of their admission to the class banquet. They will also be in poor standing, and will have to meet one of the criteria below in Section Three.
 - d. If funding for the College of Veterinary Medicine Class of 2025 is deemed sufficient or projected to be adequate prior to the start of subsequent years, class dues may be reduced by an amount determined by the College of Veterinary Medicine Class of 2025.
2. Maintain good standing with the university, both on an academic and behavioral basis. The academic standing will be based off of the minimum GPA established by the Iowa State University College of Veterinary Medicine for the College of Veterinary Medicine Class of 2025.

Section Three: REGAIN GOOD STANDING CONDITION

For a member to regain good standing with the organization, the accused must do one of the following:

1. Submit a written statement explaining the reason or rationale behind obtaining poor standing within the organization, and include, in detail, what actions will be taken by the accused to obtain good standing in subsequent semesters.
2. Provide documentation that the accused has successfully regained good standing with the university, if the accused was in poor standing with the university and consequently with the organization. This would include written documentation by proper authorities in charge of reporting and/or determining good standing in the university.
3. Demonstrate philanthropic action in the community by planning and executing a community service event which represents “The College of Veterinary Medicine Class of 2025” in a professional manner. Inclusion of other organization members is recommended to further promote the organization. Documentation of the event shall be in the form of photographs of the

event, signature from the beneficiary of the event, or confirmation from one of the Officers or Advisors who were present at the event.

4. If poor standing has resulted from failure to pay dues in a timely manner, the offender can pay their dues with an associated \$5.00 late fee for each week the dues were not paid, but not to exceed \$50.00 for each applicable year.

Upon receiving the documentation of an attempt to regain good standing with the organization, voting will occur between the Executive Board. If a majority vote is reached by the Executive Board to approve the actions taken by the member(s) in poor standing, the member(s) will be granted the right to good standing with the organization. If the motion to approve does not pass, the member(s) shall remain in poor standing until the subsequent semester, therein which the member(s) may attempt to regain good standing again, utilizing one of the opportunities listed above.

Should the approved member(s) reach poor standing with the organization in following academic semesters, said member(s) must complete one of the above opportunities again, followed by voting and decision by the Executive Board.

If a member of “The College of Veterinary Medicine Class of 2025” comes into poor standing for a third time, said member is subject to termination.

Section Four: TERMINATION

Membership termination will result from a member having a status of poor standing for a third time. Upon this occurrence, the Executive Board will notify the member of their termination from the club. Membership termination includes the following restrictions, said member will be:

- Unable to participate in any and all class voting exercises
- Unable to participate in organizational events
- Unable to purchase an admission ticket to the club banquet, if the member is not in good standing **within three months of the event.**

Section Five: VOTING

Voting stipulations apply **only** to those members in good standing that are in attendance during class meetings. For an **order** to pass, there must be a two-thirds majority vote in favor of the change. The exception of the two-thirds majority vote rule exists in moving an examination date within the first two weeks of a semester, in which a simple majority vote rule will be implemented. In the event an examination is requested to be moved **after** the initial three weeks from the start of the term, a vote of two-thirds of members in attendance will be required for exam date adjustments. Meetings will be held at minimum, one time per semester.

Article VI – Officers:

Section One: ELECTION OF OFFICE

Elections for the positions of the Executive Board were decided by the College of Veterinary Medicine Class of 2025 at the end of the second week of class in August 2021. All Officers and the Advisors of the Executive Board are elected by anonymous ballot and a simple majority vote. If desired by “The College of Veterinary Medicine Class of 2025,” there will be a new election held at the end of Spring semester for each subsequent year, for positions with terms ending, including that of President, Vice President, Secretary, and Treasurer, through an anonymous simple majority vote. Any non-established officer positions desired by “The College of

Veterinary Medicine Class of 2025” can be brought to an Executive Board meeting and voted upon by the Executive Board. If a new position is created, the organization may hold an election for said position, if they desire.

Section Two: TERM OF OFFICE

The term of office will be one academic year for President, Vice President, Secretary, and Treasurer. A month prior to finals week of each Spring semester of the academic year, the Executive Board should poll the club on the decision for retaining current Officers, or electing new Officers through simple majority vote. If a vote shall be held, it should be no later than three weeks prior to finals week. If new Officer(s) are elected, they will work with the current Officer(s) in the last few weeks of the semester to transfer any relative documents and training to the incoming Officer(s). Relinquishment of Officer duties will occur after the last day of finals of that Spring semester. Instatement of the new Officer(s) will occur on the same day in which the outgoing Officer(s) relinquish their duties. All Officers and Advisors shall comprise the Executive Board of the organization. The Executive Board shall meet in addition to regular organization meetings. The Executive Board shall appoint such committees that are needed to carry out organization goals.

Section Three: IMPEACHMENT OF OFFICER

Impeachment of an Officer will be achieved with a simple majority vote by those members of the organization in good standing. Officers may be removed if they do not meet stated requirements or are deemed unfit by the organization to perform their assigned duties. Such actions include, but are not limited to:

1. Actions that directly go against “The College of Veterinary Medicine Class of 2025” constitution
2. Actions that directly go against Iowa State University Academic and Behavioral Code of Conduct
3. Actions that directly go against The Honor Board

The Officer to be impeached will have the opportunity to speak and/or be present at the impeachment proceeding. Should an Officer be removed from the board, “The College of Veterinary Medicine Class of 2025” will hold a meeting no later than one week after the removal of the Officer, wherein a new Officer will be nominated and appointed by simple majority vote. Any pertinent documents and training will then be taken over by the elected Officer.

The Officers and Advisors of this organization must meet the following requirements (if applicable):

- (a) Be in good standing with Iowa State University and enrolled: at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- (b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office. For veterinary professional students, the minimum cumulative GPA is 2.50. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- (c) Be in good standing with “The College of Veterinary Medicine Class of 2025” as described in Article V.

(d) Any Officer or Advisor that does not meet any of the requirements listed above for one semester will have the opportunity to regain good standing in the following semester. If this is not achieved, that Officer or Advisor will be removed from office and an organizational vote will be held to replace said Officer.

Section Four: OFFICER DUTIES

President

- 1-year term
- Preside over all class meetings, executive meetings, and class votes
- Complete President training for university organizations
- Student-faculty-administration liaison
- Coordinate review sessions with course instructors and/or “Study Nerds”
- Maintain communication with organization Advisors and course instructors
- Liaison between fellow student organizations
- Oversee all appointed committees
- Responsible for risk management
- Delegate tasks as seen fit

Vice President

- 1-year term
- Attend all committee meetings
- Assist president in planning and overseeing all class meetings and executive meetings
- Student-faculty-administration liaison
- Help coordinate review sessions with course instructors and/or “Study Nerds”
- Liaison between fellow student organizations
- Shall reserve rooms for class meetings unless delegated

Treasurer

- 1-year term
- Maintain accurate record of organization transactions
- Complete Treasurer training for university organizations
- Collect dues and record paying members
- Give a Treasurer’s report at each “The College of Veterinary Medicine Class of 2024” and Executive Board meeting, including, but not limited to: the number of outstanding members who have not paid dues for the academic year.
- Develop an organization budget
- Cosign organization checks along with the Advisor
- Oversee funds collected during fundraising opportunities for the organization
- Solicit additional funding if needed from the Student Government
- Deposit funds from dues and/or fundraising, or delegate to be done

Secretary

- 1-year term
- Record and organize meeting minutes, or delegate to be done if absence is required, send to organizational members via email following “The College of Veterinary Medicine Class of

2024” and Executive Board meetings, and upload to the “The College of Veterinary Medicine Class of 2024” Google drive or equivalent

- Maintain a class schedule and club events calendar for the year
- Maintain a list of the member(s) who are not in good standing with “The College of Veterinary Medicine Class of 2024”

Fundraising Committee (3+)

- 4-year term
- Raise money for the club
- Come up with ideas and present to the Executive Board

Honor Board (2)

- 4-year term
- Revise and edit the Iowa State University College of Veterinary Medicine Honor Code
- Educate students and faculty on the Honor Code
- Participate in Honor Board hearings

Curriculum Review Committee

- 4-year term
- Sits on the committee task force and provides the student perspective

SCAVMA Representatives

- VM1 Class Representatives (2)
 - Junior Representative - Serve all year as representative
 - Senior Representative - Serve one semester as representative
 - To be delegated by the two elected Officers
- Serve as liaison between SCAVMA and class
- Overview of clean-up of the Gentle Doctor Cafe
- Santa Pet Pictures
- Help collect ballots

SAVMA Delegate

- 2-year term
- VM1 Class Representative (1)
- Serve as the Iowa State Delegate to the SAVMA House of Delegates
- Attend the SAVMA Symposium, AVMA Convention & VLE
- Nominated during 2nd SCAVMA meeting of the Fall term
- Voted in during the 3rd SCAVMA meeting of the Fall term

Banquet Committee (4+)

- 4-year term
- Plan the club banquet
- Create committee(s) to assist

Historians (2+)

- 4-year term

- Take pictures at various club events
- Create a presentation for the club banquet

Study Nerds (2+)

- 4-year term
- Coordinate class study sessions
- Assist President in setting up professor-led reviews if requested
- Actively help teach fellow students

CLIM [Computer, Library, and Information Management]

- 4-year term
- Advises the Dean and Executive Board on computer services
- Serves as a liaison between the College of Veterinary Medicine and Iowa State University

CIVO [International Travel Veterinary Student Organization] (2)

- 4-year term
- Works with a faculty member to get information out about study abroad

Advisor(s) (2)

- 4-year term
- Maintain communication and meet with at least one of the Officer(s) of the Executive Board at least twice per semester
- Awareness and approval of financial expenditures
- Attend class meetings if/when available
- Provide wisdom and guidance to the class
- Sign pertinent documents
- Complete Advisor training

Article VII – Adviser:

Section one - Advisor duties:

- Maintain communication and meet with at least one of the Officer(s) of the Executive Board at least twice per semester
- Awareness and approval of financial expenditures
- Attend class meetings if/when available
- Provide wisdom and guidance to the class
- Sign pertinent documents
- Complete Advisor training

Section two - Method of election:

Advisers will be elected during a general meeting of "The Class of 2025" in October 2021. Members shall provide names of nominees, of whom the Officers will ask for acceptance of their nomination. If the nominees accept, they will be put to a vote at the class meeting. The advisers will be voted upon using a simple majority vote.

Section three - Terms of Service

Advisers will serve 4 years, unless ineligible regarding good standing and ISU regulations.

Section four - Impeachment of Advisers

Will be achieved with a simple majority vote by those members of the organization in good standing. Advisers may be removed if they do not meet stated requirements or are deemed unfit to perform their assigned duties. Such actions include, but are not limited to:

1. Actions that directly go against “The College of Veterinary Medicine Class of 2025” constitution
2. Actions that directly go against Iowa State University Academic and Behavioral Code of Conduct
3. Actions that directly go against The Honor Board

The Advisor to be impeached will have the opportunity to speak and/or be present at the impeachment proceeding.

Section five - Replacement of Advisers

Should an Adviser be removed, “The College of Veterinary Medicine Class of 2025” will hold a meeting no later than one week after the removal of the Adviser, wherein a new Adviser will be nominated and appointed by simple majority vote. Any pertinent documents and training will then be taken over by the elected Adviser.

Article VIII – Finances:

"All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. All funds will be deposited by the Class Treasurer. The Advisor to this organization must approve and sign each expenditure before payment."

Upon dissolution of The College of Veterinary Medicine Class of 2025, if any monies are remaining, a class vote prior to graduation will determine their appropriations at the discretion of the Executive Board.

Dues will be set at \$30.00 for each year and will be used for purposes deemed appropriate by the Executive Board. Primary uses will be to fund the class banquet and the class gift to the Iowa State University College of Veterinary Medicine. Dues will be collected beginning in the Fall of 2021, and an annual vote will decide a change or retraction, if so desired, following the second year (Fall of 2022). Retraction may occur for reasons such as reaching a financial goal sooner than expected and relinquishing dues for specific years. In the effect that financial goals are met, the decision to relinquish dues for a specific year would be determined by the Executive Board. Each subsequent year would require a new Executive Board vote to further relinquish dues. Updates to any year’s dues shall be communicated to the entirety of the club. The Treasurer will set a payment due date that allows class members a maximum of 30 days to pay class dues. Any member who has not paid their dues at the end of this payment period will be assessed a late fee

of \$5.00 per week that the dues are late, with the exception of those who discuss extenuating circumstances with the President and Treasurer **before** the due date has passed. If there is an incurred late fee on class dues, the total cost will never exceed \$50.00.

Article IX – Amendments and Ratification:

This constitution can be ratified after members are given the opportunity to review the constitution.

Amendments will be passed according to the voting restrictions listed in Article V: Section V. An amended or ratified constitution will be submitted within 10 days to the Student Activities Center for approval.

Article X - Movement of Academic Exams:

The class will have a time period of two weeks from the beginning of the term to seek adjustments to determined exam dates. The President will speak with faculty and report back to the class with possible options and based on the voting stipulations, the outcome will be determined. Special exceptions will be made in the incidence the syllabus is altered by a professor after the initial two weeks of the course. Final examination dates can also be requested for movement *and as long as the course instructor is willing*, the two-thirds voting rule will be implemented.

Article XI - Risk Management:

The President will assume the duties of “The College of Veterinary Medicine Class of 2025” Risk Manager. The role of the Risk Management Officer is to:

[a] help minimize potential risks for club activities

[b] recommend risk management policies or procedures to “The College of Veterinary Medicine Class of 2025.”

[c] to submit documentation to Iowa State University’s Risk Management Office

[d] to ensure that Iowa State University policies are followed at all of the organization’s events and

[e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)